

**BUSINESS SERVICES SUPERVISOR**  
**MS-0301-13**

**\$81,685 - \$114,359**

This position is located in the Department on Disability Services (DDS) Rehabilitation Services Administration (RSA). The primary purpose of this position is to design, implement and coordinate fiscal programs and make recommendations for improvements through changes in and/or development of new and innovative operating practices, programs and projects.

**MAJOR DUTIES AND RESPONSIBILITIES**

Ensures effective administration of the procurement of goods and services, through the timely meeting of deadlines, drafting of reports, impact statements, resolution of problems, monitoring of program activities. Plan, implement, coordinate and monitor the acquisition of goods and services to support delivery of mandated services to persons with disabilities. Judgment is used in setting priorities and innovative strategies must be developed to deal with unusual situations. Provides guidance and assistance to the senior staff of the Administration on standards prescribed in accordance with the Procurement Act, procedures and fees for services and resolves any questions which arise concerning contracts, fees, facilities, etc.

Develops and implements systems and methodology for collecting, analyzing and interpreting data, identifying problems, reporting and utilizing results of contractual evaluation to make performance judgments concerning the effectiveness of service delivery on fiscal program outcomes. Monitor the budget/cost impact of providing rehabilitation services to individuals with disabilities, the efficiency and cost effectiveness of VR program management and the identification of future planning of resource needs and forecasting of service needs. Coordinate fiscal programs, procedures and contractual planning with officials of the Rehabilitation Services Administration, especially with regard to future fiscal program modification.

Directs and or develops statement of work for contractual and grants for expansion of vocational rehabilitation services. Directs and or develops the Scope of Work in conjunction with program staff to obtain the provision of quality services. As necessary, directs and or develops requests for procurement of goods and services from a particular vendor. Analyzes and interprets data required for a variety of recurring and nonrecurring reports as required and requested by the federal and local officials. Develop financial monitoring plan regarding payment of invoices of service delivery to consumers, providers of services and other procurement changes required by federal legislation. Perform as the first level approval for creation of purchase order and for payments in System 7. Oversee the receiving, verifying, and processing of all incoming documents (i.e., Request for Purchase, Authorizations and invoices and miscellaneous encumbrance requests) for bill payment.

Plans work to be accomplished by the subordinate staff, setting priorities and determining schedules for completion of work. Sets priorities and prepares schedules for completion of work by subordinates. Makes assignments based on priorities. Recommend personnel actions and selections. Participate in the selection of subordinate staff. Develops performance standards and goals, evaluates employees' performances, including recommendations for outstanding performance, promotion and/or reassignment. Provide counseling and/or advice and instructions to individual employees on work and administrative matters. Resolves minor

grievances and complaints from staff. Counsels employees and, if indicated, proposes disciplinary action to higher authority. Approve sick and annual leave and vacation schedules. Identify development and training needs of employees. Conducts employee's on-the-job training, arranging experiences and assignments, which will continue to broaden training and increase skills. Determine the need for more formalized training as required. Represent the Administration at meetings of professional, government, department and private groups. Keeps abreast of new laws, developments, techniques and literatures in the field of programs and project evaluation; planning and related areas as they apply to vocational rehabilitation and related fields.

### **Qualifications**

Basic Requirements: Applicant must have one (1) year of Specialized Experience at the next lower grade-level. Experience that equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to administering the procurement of goods and services, monitoring budgets for rehabilitation services to persons with disabilities, electronic billing, government contracting, accounts payable, etc.

Bilingual Preferred

### **Desired Education**

A four-year degree in Business Administration, Business Management or other related area.

### **Work Environment**

Work is primarily sedentary; however, the incumbent may be required to walk and carry lightweight objects such as files, papers and parcels.

### **Contact Information**

All questions related to employment should be directed to Melonie Buckley, HR Specialist  
[melonie.buckley@dc.gov](mailto:melonie.buckley@dc.gov)